Job Description

**Position:** Executive Vice President of Ethics and Policy

**Status:** Full-Time, Salary, Exempt

**Summary:** Kids Alive International is a Christ-centered organization that believes every child deserves to live free from the bondage of hunger, abuse, and exploitation. This belief compels us to rescue orphans and vulnerable children, and meet their spiritual, physical, educational, and emotional needs with compassion and excellence.

The priorities of this position are to lead the efforts of the organization to build and to maintain a culture that values safety for the children and families we serve as well as our global staff and volunteers, by creating and implementing policies that promote an organizational culture in which staff, volunteers, and clients are free from unfair treatment, harassment, exploitation, and abuse. This is a global role with current responsibilities in Dominican Republic, Guatemala, Haiti, Kenya, Lebanon, Peru, Taiwan, and Zambia. In addition, there are offices in Atlanta, GA (Executive Offices, Fundraising), Valparaiso, IN (Accounting, Sponsorship), and London, UK (Fundraising). This position will also work closely with the international operations and financial auditing teams to ensure that Kids Alive is legally compliant in every country where we minister. The position covers all functions related to child safeguarding, human resources, and legal and reports directly to the President of Kids Alive International. The Executive Vice President of Ethics and Policy will be based in the executive office of Kids Alive located in Atlanta, GA.

**Key Responsibilities**

**Senior Executive Team:** Serve as a member of the Senior Executive Team, providing leadership in areas of vision, strategy, values, culture, and mission. This includes: 1) Collaborating as part of SET team in areas of strategy, finance, risk management, and key organization decision-making; 2) Participating in the thought leadership of the organization; 3) Developing a healthy and professional culture.

**Specific position responsibilities include:**

- Child and Vulnerable Adult Safeguarding
  - Champion, promote, monitor, and audit the implementation of the Child Safeguarding policy and procedures;
  - Actively ensure that the safety and wellbeing of the child is paramount to all Kids Alive activities, communications and programs;
  - Be the voice of children and vulnerable adults – advocating for their rights and safety always within programs, considering the risks of child abuse (emotional, sexual, neglect, physical and exploitation) and risks associated with unsafe programming;
  - Ensure communications and fundraising content, collection processes, and materials adhere to the safeguarding policy;
  - Coordinate and review child and vulnerable adult safeguarding incidents and investigations worldwide, ensuring that appropriate corrective and disciplinary actions were taken, Kids Alive acted in compliance with local, national, and international laws, and that all incidents are properly documented and archived with incident details, investigative notes, referrals, actions taken, and closure status;
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- Maintain and implement policies for background checks of staff, volunteers, and visitors;
- Conduct risk assessments and develop risk mitigation plans during program/project development;
- Conduct regular audits of Kids Alive locations to ensure compliance with Kids Alive child safeguarding and vulnerable adult policies and procedures;
- Analyze trends in child safety and safeguarding and make recommendations on organizational improvements.

- Human Resources
  - Lead the organization’s human resources staff covering all aspects of human resources for Kids Alive US-based staff, overseas missionaries, and international staff, including:
    - Recruiting and onboarding,
    - Compensation and benefits,
    - Training and staff development,
    - Encouragement and culture building,
    - Accountability and performance;
  - Collaborate with the global staff of Kids Alive to ensure local legal compliance and culturally contextualized compliance with Kids Alive International’s policies;
  - With the same diligence shown in child safe guarding and protection, ensure that Kids Alive International maintains a global work environment free of harassment and abuse.

- Legal
  - Serve as the point of contact for the organization’s work with outside counsel, both in the US and abroad;
  - Manage effective and efficient use of the time and effort of outside counsel, ensuring the organization is compliant with all federal, state, and international laws, rules, and regulations;
  - Work as team leader to ensure Kids Alive International meets legal and accounting requirements for the international program operations and assets in every country where KAI operates;
  - Manage KAI’s liability insure to ensure adequate coverage and coordinate any claims.

Strategic Planning and Implementation: Collaborate with the Board of Directors, the President and all levels of the organization in the areas of the strategic planning and implementation by asking and discovering the answers to key questions:

- Why does KAI exist?
- What services do we offer and to who?
- How do we deliver those services?
- Why do we deliver those services in that manner?

In addition, this leader will collaborate in the implementation of PMEL (Planning, Monitoring, Evaluation & Learning) to ensure we are evaluating ministry effectiveness, identifying trends, monitoring progress, assuring sustainability, and delivering clear and accurate evidence of the impact our partners are making around the world. In addition, help establish, refine, and monitor policies that directly affect key risk areas.

Executive-level special projects may be assigned in collaboration with the President and/or Board of Directors. The Executive Vice President of Ethics and Policy will make reports to the Board of Directors.
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on a regular basis to ensure the board has accurate and thorough knowledge of child safe guarding, human resources, and other compliance issues.

Required and Desired Education, Skills, and Experience

- To be considered for this position, a candidate must have at a minimum:
  - A relevant master’s, legal, or paralegal degree and at least ten years’ experience in child protection, child safeguarding, and/or child abuse investigation.
  - Demonstrated knowledge of best practices in child safeguarding, child abuse prevention, and/or child abuse investigation;
  - Demonstrated background and knowledge of human resource issues and related areas of compensation, insurance, employee labor rules, and conflict management.
  - Experience managing a team engaged in human resources, child safe guarding/protection, or similar functions;
  - Excellent interpersonal skills and ability to collaborate and form effective partnerships with internal and external stakeholders, demonstrating patience, tact, diplomacy and sensitivity to culturally diverse environments;
  - Excellent presentation skills and the ability to represent Kids Alive International to donors and organizations especially in regards to our safe guarding and child protection practices;
  - Skilled in designing and facilitating child safeguarding learning in different cultural and organizational contexts;
  - Knowledge of managing and conducting investigations of child protection and human resources incidents;
  - Strong analytical skills and experience in improving policy and practice;
  - Strong proactive leadership skills, and the ability to mentor and support staff;
  - Ability to manage conflict and handle sensitive issues with a results-driven approach;
  - Excellent skills in report-writing and documentation;
  - Willingness to travel, including to insecure/remote places (depending on security);
  - The best candidates for this position will also bring:
    - Experience working in an international non-profit serving children or involved in child protection/child abuse prevention;
    - Conversational ability in French, Spanish, and/or Arabic.

Character Requirements:

- A heart for serving vulnerable children;
- Consistent commitment to open and honest communication, demonstrating respect for all;
- Exemplary character confirmed by employment and personal references;
- Completion of a criminal background check;
- Alignment with the driving mission/vision/core values of Kids Alive International, the Bible, Christian theology, faith, and practice;
- A life characterized by and demonstrating unwavering integrity, both personal and professional.